

Georgia National Guard



HUMAN RESOURCES OFFICE - AGR
1000 HALSEY AVENUE SE, BLDG 447, SUITE W-2101
CLAY NATIONAL GUARD CENTER
MARIETTA, GA 30060

ARMY ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-056

OPEN DATE: 10 AUG 2015

CLOSING DATE: 01 SEP 2015

POSITION/UNIT:

PROPERTY BOOK OFFICER, HHD 170TH MP BN, DECATUR, GA

DUTY POSITION MOS/RANK:

920AO, CW2 (**OPEN TO APPLICANTS IN THE RANK OF WO1 OR CW2 - SEE ADDITIONAL INSTRUCTIONS**)

MINIMUM SECURITY CLEARANCE REQUIRED:

SECRET (IF YOU DO NOT CURRENTLY POSSESS THIS LEVEL OF CLEARANCE, YOU MUST DEMONSTRATE ELIGIBILITY; SEE RECORD BRIEF NOTES BELOW)

MINIMUM ASVAB SCORE REQUIRED:

MINIMUM PULHES REQUIRED:

ADDITIONAL INSTRUCTIONS OR QUALIFICATION CRITERIA PER DA PAM 611-21 (PLEASE READ CAREFULLY):

- NATIONWIDE ANNOUNCEMENT
- OPEN TO WO1-CW2 ONLY (THOSE PRE-DETERMINED AS A 920A WARRANT OFFICER CANDIDATE OR WARRANT OFFICER CANDIDATE SCHOOL GRADUATES WITH "HIP POCKET" CERTIFICATE MAY ALSO APPLY)
- DOCUMENTATION SHOWING PRE-DETERMINATION (IF APPLICABLE) MUST BE SUBMITTED WITH APPLICATION

Do not mail or hand deliver your application. Please note the new E-mail address on page 2 for submitting applications!

All Applicants must scan / submit via email the following documents in the order that they are listed:

- ❑ **Copy of Vacancy Announcement** (that you are applying for).
- ❑ **NGB Form 34-1** (Application for Active Guard/Reserve (AGR) Position). Announcement number and position title must be correctly annotated on the form. Must use November 2013 version. All other versions are obsolete and will result in disqualification.
- ❑ **Photograph** (three quarter length) in a duty uniform (ASU, Class A or ACU) taken within the previous 12 months. (DA photograph is acceptable but not required). Illegible photos will result in disqualification.
- ❑ **Latest five OERs or NCOERs**. An E4 Word Picture will be submitted on Soldiers not requiring an NCOER (Include a memo of explanation if you do not have the minimum of five OERs or NCOERs / E4 Word Pictures).
- ❑ **DA 3349** (Temporary or Permanent Profile, if applicable).
- ❑ **PHA or MEDPROS-IMR** (Individual Medical Readiness) This document must show your most current PHA and HIV date. Your PHA must be within 12 months of the announcement closing date. Go to: <https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx>, or to AKO > My Medical Readiness > Periodic Health Assessment. Under the PHA tab, "Version 2009" or "Version 2011", click on the small Adobe icon *to the left* of the "DD2766" link to download most recent completed PHA. Do not submit the DD 2766
- ❑ **ERB / ORB** printed within 90 days of closing announcement. If Section II does not show the required security clearance, *then you must include a memo from your Security Manager* (JPAS printouts are no longer authorized) certifying your status in JPAS. At minimum, a memo noting a favorable background check and no derogatory information on file in JPAS are proof of eligibility for a clearance. ARNG Soldiers can print their own record brief at: <https://minuteman.ngb.army.mil/Benefits/RecordBriefWeb/RBMain.aspx>; or ARNG unit admin can print record brief at: <https://arngg1.ngb.army.mil/Portal/Default.aspx?ProviderName=RecordBriefProvider>.
- ❑ **ASVAB** scores MUST appear on ERB or REDD report (for members reclassifying into required MOS).
- ❑ **DA Form 705** (Army Physical Fitness Test Scorecard). Applicants are required to include their last record test. The most current test MUST be within 12 months of the announcement closing date. Include DA Form 5500 or 5501, if applicable.

- ❑ **Letter of Acknowledgement (current onboard GA ARNG AGR / Full-time or Temp Tech / ADOS only).** Letter from your current full-time supervisor acknowledging that you are applying for a different full-time position.
- ❑ **Record of Military Service.** Applicants who are currently assigned to the ARNG will submit NGB Form 23, 23A, or 23B (RPAM) printed within 90 days of closing date, showing all periods of service. Non-ARNG applicants will submit a DD Form 214 (Cert. of Release or Discharge from Active Duty) for each prior active duty period, or a DD Form 1506 (Statement of Service) completed within 90 days of closing date, showing all periods of service.

PROBATIONARY PERIOD:

All new employees to the GA ARNG AGR Program shall be probationary for a period of three years following their initial date of hire. Soldiers who do not achieve an acceptable level of performance during their initial FTNGD tour may be released in accordance with AR 135-18, para 2-6a. During this probationary period, the GA ARNG may terminate the individual's employment for any reason. Such action shall not be subject to grievance and arbitration procedures.

QUALIFICATION REQUIREMENTS:

Applicants must meet all the membership requirements in AR 135-18. In accordance with AR 135-18, Table 2-1, Qualifications for entry in the AGR Program, Rule F (Grade and Specialty), Staff Sergeant or above must possess the required grade and MOS level, authorized for the AGR duty position. Members who currently do not meet this requirement will be administratively reduced to SGT/E-5 prior to entry into the AGR program.

NATIONAL GUARD MEMBERSHIP AND ASSIGNMENT REQUIREMENTS:

The individual selected for this position will be required to satisfy a stabilization period in accordance with current HRO guidance. Soldiers hired are subject to "command directed" re-assignment anywhere in the state of Georgia, branch transfer or MOS change at any time during their career in order to meet the needs of the organization. Tour continuation is contingent upon satisfactory performance and when applicable, the recommendation of the tour continuation board. In the event this vacancy is filled with a current AGR Soldier, the term will be for the remainder of the current AGR tour. In the event this vacancy is filled with a non-AGR candidate, this tour will be for an initial period of three years. The selected applicant will remain or be placed on full-time National Guard Duty (FTNGD) under Title 32, USC Section 502(f). The selectee must be assigned to a compatible military position by paragraph / line as specified in the AGR Staffing Guide. A permanent change of station (PCS) may be authorized, if in the best interest of the government or if the PCS is command directed.

PRIOR ACTIVE SERVICE:

In the event this vacancy is announced to applicants not already AGR, those Soldiers must be able to serve at least three years in a FTNGD status prior to completing 18 years of Active Federal Service (AFS) or reaching age 60.

SECURITY SCREENING QUESTIONNAIRE:

After being selected for a position, AGR applicants will be required to submit a security screening questionnaire to the following address: Joint Force Headquarters, Georgia National Guard, ATTN: Provost Marshal's Office, 1000 Halsey Avenue SE, Bldg 447, Suite S3094, Clay National Guard Center, Marietta, GA 30060.

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION:

- Failure to follow the instructions in this announcement will result in packet disqualification.
- Applications must be typed or printed in legible dark ink. Sign and date the application.
- Be sure to correctly annotate the announcement number and position title on your application.
- Incomplete application packages (i.e. failure to explain "yes" answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Scan documents as one file, in the order listed on page one (.pdf or .tif file format only).
- All applications must be emailed to the following address: ng.ga.gaarnq.list.ngga-hro-agr-jobs@mail.mil
- Place only the following information in the subject line of your email: Announcement Number, Last Name, First Name (i.e. 12-030, Doe, Jane).
- Hard-copy applications will not be accepted.
- Soldiers previously separated from the AGR program may reapply in accordance with AR 135-18.
- In accordance with NGR 600-5, AGR Soldiers will not be reassigned during the first 18 months of their initial tour without waiver.
- Individuals selected for positions should not quit their current job or enter into any contractual agreements with lending institutions, etc. until confirmation of the selection notification is made by the HRO-AGR office with effective date of hire / in processing.

- A candidate selected for this position must complete the MOS in-residence (AIT) course within one year from the date of employment. Failure to attend or successfully graduate from this required course of instruction is a condition of employment and will result in an involuntary separation.

ADDITIONAL REQUIREMENTS DURING THE SELECTION PROCESS AND AGR IN-PROCESSING:

Applicants will be notified by the hiring / selecting official if in-person interviews will be conducted to fill this position. At the discretion of the hiring / selecting official, applicants may be required to take a diagnostic APFT or to provide additional documents to the board, such as physical fitness test score cards, body composition calculation forms, profiles, academic evaluation reports, OER / NCOER support forms, MEDPROS IMR Report, etc. Individuals selected for positions should not quit their current jobs, nor enter into any contractual agreements, until selection notification is made by HRO with an effective date of hire / in-processing. Selectees new to the AGR Program will be required to submit a security screening packet to the Provost Marshal's Office (PMO) for a background check; the current version will be E-mailed to the selectee by HRO after the selectee accepts the AGR position. Selectees will also complete the Certificate of Agreement and Understanding found in NGR 600-5, Appendix B. Per NGR 600-5, para 2-2b, selectees not currently in the AGR Program must provide negative test results for HIV prior to AGR in-processing. *HRO will schedule a Chapter 2 / 4 / 5 Physical for the selectee; final medical approval authority for entry into the GAARNG AGR Program is the OIC of HSS.* Per NGR 600-5, para 3-2a (1), HRO must request a waiver from Chief, NGB, for selectees more than 1 grade under the authorized grade for the position. Applicants who exceed the maximum pay grade for the duty position or the maximum pay grade allowable for MOS reclassification may apply, but must agree to take an administrative reduction in order to be selected. Applicants who will be promoted to E8, E9, O4, O5, or O6 as a result of their selection must await an NGB controlled grade authorization before being promoted. Soldiers previously separated from the AGR Program may reapply IAW AR 135-18.

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| <p>Applications must be received by midnight on the day of closing.</p> |
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